



## St Michael's C of E VA Primary School

**As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.**

Our school vision is to provide a nurturing learning environment and a curriculum that develops character, teaches lifelong learning skills, fosters creativity and provides opportunities for exploration so that all pupils can experience

'Life in all its fullness' (John 10:10)

# Charging and Remission Policy 2026

A handwritten signature in black ink, appearing to read 'A. F. Jones', is written over the page.

**Approved by:**

**Resources Management Committee:**

**Frequency of Review:**

**Next Review Date:**

**January 2026**

**Annually**

**January 2027**

# Charging and Remission Policy

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

This policy sets out when charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions may be requested from parents/carers.

All education provided during school hours is free. The school does not charge for any activity undertaken as part of the National Curriculum.

## **Optional extras**

Charges may be made for some activities that are known as 'optional extras'. These include:

- Education outside of school time that is not part of the curriculum;
- Board, lodging and other trip related costs for a pupil on a residential visit;
- Materials, resources or equipment within the optional extra;
- Extended day services offered to pupils, such as the After School Club.

When charges are made for any activity, they are based on the actual costs incurred, divided equally by the total number of pupils participating. The charges must not subsidise another pupil or exceed the actual cost.

Charges will include the appropriate provider payment fees levied on transactions.

The principle of best value is applied when planning activities that incur costs to the school and/or charges to parents/carers.

## **Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities that take place in school from time to time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Details of the types of activities organised by the school, which require voluntary contributions from parents/carers are given below. This list is not exhaustive.

### Visits and journeys during and after school hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If insufficient voluntary contributions are received, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, the school allows the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

### Activities during school hours

From time to time, parents may be asked to contribute towards costs of Design and Technology resources. (e.g. cooking ingredients and other specialist materials). In such cases the end products will become the property of the parents and may be taken home on completion.

### Swimming

The school organises swimming lessons for all children in Years 4, 5 and 6. These take place in school time and are part of the National Curriculum. The school asks for a voluntary contribution for this activity. The school informs parents when these lessons are to take place and asks parents for their written permission for their child to take part.

### Music tuition

All children study music as part of the National Curriculum and no charge is made for this. There is a charge for individual or group musical instrument tuition, where this is not part of the normal school curriculum and where it is provided at the request of the pupil's parent/carer.

### Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, it does not make any charge for the education. However, the school does make a charge to cover the costs of board, lodging and additional activities. The school also asks for a voluntary contribution towards transport costs.

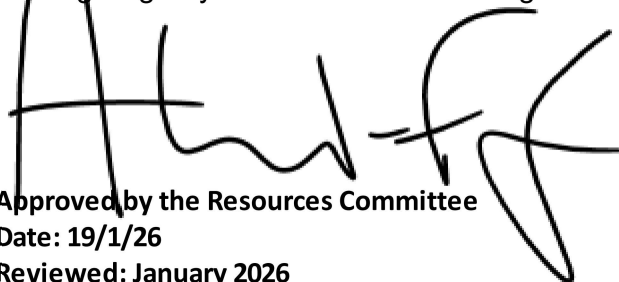
Those eligible are exempt from paying the cost of board and lodgings. Eligibility is currently aligned with free school meal eligibility criteria. This information is made clear in correspondence to parents.

The Head Teacher and Governing Body will consider sympathetically cases of genuine need seeking help with these charges and may offer to remit, in part or in full, the cost of board and lodgings to other parents. Applications in this instance need to be made to the Head Teacher.

### **Remission**

The Governing Body may wish to remit, in full or in part, the cost of other activities for particular pupils, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

The Resources Committee of the Governing Body will monitor the impact of this policy by regularly reviewing the income and expenditure of all activities where charges are levied, investigating any shortfall and the funding of it.



**Approved by the Resources Committee**  
**Date: 19/1/26**  
**Reviewed: January 2026**